

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Abandoned Hazardous Waste

Revised: 9/27/19

Purpose: To establish a standard in which abandoned hazardous or suspicious wastes found on City owned property are handled and stored properly.

Responsible Party: Personnel Who Discover Abandoned Waste Container(s)

Performance Frequency: Per Occurrence

Documentation: Abandoned Hazardous Waste Information Form (attached)

Definitions:

- City Owned Property: Includes locations such as: Streets, Sidewalks, Parks, Plazas, and Vacant Parcels with no immediately obvious ownership and/or operator.
- Response Obligation: Containers of hazardous waste(s), or waste(s) suspected of being hazardous, that are found on property owned by the City of Roanoke, become the responsibility of the City to safely remove from public exposure, and then manage and dispose of properly.

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedures:

1. From a safe distance up wind, determine how many containers may be present, their type, and general condition.
 - a. Has anyone been injured, if so **call 911 immediately.**
 - b. Are any of the containers leaking, fuming, bulging, or do they otherwise appear dangerous, if so **call 911 immediately.**
 - c. Have any contents been spilled into, or are the containers themselves located in, a storm drain, creek or river, if so **call 911 immediately.**
2. If safe to do so, examine the container(s) and their surroundings for labels and other information that might help identify:
 - a. What the waste is, and/or
 - b. Who the waste might belong to
3. **Under no circumstances shall any suspect container(s) be left unattended.**
 - a. Identifying personnel must wait a safe distance away from the waste until a representative from the Fire Department or Environmental Management arrives on-site, or

- b. The Environmental Management representative provides other direction based on the specific circumstances involved.
 - i. During normal business hours, contact Environmental Management directly at 853-2425;
 - ii. After hours, call 911 and ask the Dispatcher to contact Environmental Management. Be sure to provide your name, location and phone number.
4. Complete the "Abandoned Hazardous Waste Information Form" (attached here).
5. Distribute the completed form accordingly.
 - a. Page 1. Send to Environmental Management at envmgt@roanokeva.gov
 - b. Page 2. Tape to the waste container.
6. With assistance from Fleet Maintenance or Environmental Management, place the container(s) into the Hazardous Waste Storage Shed.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.

City of Roanoke
Abandoned Waste Found on City Property – PAGE 1

Note: Page 1 of 2. Page 1 shall be forwarded to the Environmental Administrator.
Page 2 shall be kept with the container of hazardous waste in the storage shed.

Date container of waste was discovered: _____ No. of containers: _____

How was the waste discovered?

Name of person(s) who discovered the waste:

Name of Person or Entity Abandoning Waste (if known)

Address _____

Telephone Number _____

What is in the container (if known)?

Origin of the waste (if known):

Other notes:

Signed: _____



Forward this document to the Environmental Administrator

City of Roanoke
Abandoned Waste Found on City Property – PAGE 2

Note: Page 2 of 2. Page 1 shall be forwarded to the Environmental Administrator.
Page 2 shall be kept with the container of hazardous waste in the storage shed.

Date container of waste was delivered to PWSC: _____

How and where was the waste discovered? _____

Authorized employee who accepted waste for storage at the PWSC:

Name of person(s) delivering the waste to the PWSC: _____

Is deliverer an employee of the City of Roanoke? ☐ Yes (Dept: _____) ☐ No

If not an employee of the City of Roanoke, provide other contact information:

Employer: _____ Daytime phone #: _____

Address: _____

What is in the container (if known)? _____

Origin of the waste (if known): _____

Other notes: _____

Signed: _____

- 1. Notify the Fleet Account Technician that you've got an abandoned waste item.**
- 2. Label container with a simple piece of paper or tape including: the date found, a general description of the waste, and "Abandoned Waste Not Generated by the City of Roanoke."**
- 3. Tape a copy of PAGE 2 of this form, and any other documentation (police reports, photos, etc.) to the container of waste.**
- 4. Place the fully labeled container in the Hazardous Waste Storage Shed.**